July 27, 2007   **2007-2008 School Calendar &
                Student Release for Program and Professional Development**

Instructions

The DOE-SRPD has been combined with the School Calendar (DOE-CL) to provide calculation of available time for parent teacher conferences and student release for professional development based upon the amount of instructional days and instructional time submitted on the school calendar. Any SRPD data reported before July 27, 2007 has been moved to the School Calendar. Follow the instructions for Completing the Parent Teacher Conferences and Student Release for Professional Development if data was reported before this date, otherwise start with completing the School Calendar.

Access from the DOE K-12 Data Page: http://doe.state.in.us/htmls/education.html **or**
Direct access: **DOE Online** website at https://dc.doe.state.in.us/DOEOnline/CID/login.aspx

Completing the School Calendar Instructions

School and Corporation Users

To complete one calendar and apply to multiple schools or complete a schools calendar:
- Select **2007-2008 School Calendar** under School Year
- Select multiple school(s) from the list using the shift click or ctrl click for multiple schools
- Click on **Create New/Overwrite Existing** button
- Follow the instructions on the page for entering dates for the **Student Calendar** correctly. Click in the **Begin Date (2007)** box to insert the date or use the calendar button to select the date. Click in the **End Date (2008)** box to insert the date or use the calendar button to select the date. Note: the End Date box will be highlighted and not allow entry for days with duration of one day.
- **Note**: All Instructional Dates pertain to students only!
- Click on **Select Additional Dates to Add** button. Select the appropriate type of day.
    o Vacation – Other
    o Saturday/Sunday School
    o Instructional Half-Day (1/2)
    Note: Do **not** include Professional Development Days or Parent Teacher Conference Days in this section.

- Enter the Number of Additional dates to add
- Click on **Add Calendar Date(s)**
- Scroll up and enter the dates in the blank boxes that you just created.
- Enter the **Begin** and **End Date** of the **Teacher Calendar**
- Enter the **Number of Contract Days** for Teachers
- Enter the **Graduation Date** if applicable
- After completing the calendar portion of the form scroll down to enter the **Student Instructional Minutes** for the grades that apply to the schools selected.
- Follow the instructions on the screen for entering default times correctly. Enter the time in two digits (8:15 entered as 0815)
- Enter the number of minutes of **Less Time for Lunch/Recess**, meetings, etc., that are part of the instructional day
- All grade levels can be entered. The data will be applied to the grade levels as reported on the 2006-2007 Master File/School Directory Collection. Once the data is submitted on the DOE-CL, edit the school for correct grade levels.

- Click on **Submit** button when completed.
- Scroll to the top of the page for Invalid date entries, warnings, and error messages on the data submitted. (Red or orange text messages appear). Make any necessary corrections and click the **Submit** button each time additions/corrections are made. Errors must be corrected; warnings should be reviewed for accuracy.
- **Successfully submitted** message for all schools will appear when complete
- Click on **School Selection** at the top of the page to edit another school or view school data submitted.
- Click on **edit** button next to the desired school to correct any existing errors or to correct necessary grade level changes for the 07-08 school year.
- Click on the **view** button to view data submitted.
- Click on **Log Out** when finished.

Completing the Parent Teacher Conferences and Student Release for Professional Development

From the School selection page:
- Review the data in the fields for Minutes Qualified and Minutes Used.
- Click the **Edit Release Time** button next to the desired school **or**
  click on the **Select All** button and then click the **View/Edit Release Time for Checked Schools** at the bottom of the page to apply the same release time for all schools **or**

  click in the box to select multiple schools and then click the **View/Edit Release Time for Checked Schools** at the bottom of the page to apply the same release time.
- Review the calculation of Minimum Requirements.
- Enter the dates for **Parent Teacher Conferences**, the Remaining Minutes Available are calculated and displayed after each date entered.
- Enter the dates for **Student Release for Professional Development**, the Remaining Minutes Available are calculated and displayed after each date entered.
- Click on **Submit** button.
- Review the school selection page for warnings and errors. Any red asterisk will indicate that there is not enough time available to schedule the professional development or parent teacher conference from the data provided. Check the calendar dates for accuracy.